

# **GOLDEN RAIN FOUNDATION RECREATION DIVISION POLICY**



## **I. ACCESS TO GRF RECREATION FACILITIES**

The Recreation Division is responsible for the planning and execution of a comprehensive recreation program for all community residents. The Recreation Division coordinates events and programs to ensure that residents are provided with an enjoyable, diversified program. Access to GRF facilities is available primarily for residents. Should you have any questions, or wish further information, please call 949-597-4273.

### **A. RESIDENTS**

1. Residents must be prepared to show their Laguna Woods Village ID card upon request.

### **B. GUESTS/OTHER**

1. Guests must always be accompanied by a resident at all time.
2. Guests may not enroll in/attend Recreation Division coordinated classes, use any of the Clubhouse 4 Workshops (except as students during a Saddleback Emeritus class), or check-out materials from the Library.
3. Guests must pay all applicable guest fees in accordance with the GRF Pricing Policies and Fees List; a caregiver providing continual assistance to the resident in or out of the pool is exempt unless personally using the pool.
  - a. Guest fees will be suspended at pools and fitness centers from May, 2017 to August, 2017.
4. Guests must abide by age restrictions and guest limits that are identified for certain facilities:

| Facility        | Age Minimum | Guest Limit Per Resident                                      |
|-----------------|-------------|---|
| Billiards       | 14          | N/A   |
| Bocce           | 10          | N/A   |
| Bridge Room     | 10          | 2**<br>4***   |
| Gymnasium       | 14          | 2   |
| Golf Facilities | 11*         | 1****<br>3*****   |
| Tennis          | 6           | 1 during prime time hours<br>3 (1 court only) all other hours |
| Fitness Centers | 16          | 5   |

| Facility                         | Age Minimum             | Guest Limit Per Resident |
|----------------------------------|-------------------------|--------------------------|
| Equestrian Center and Horseshoes | 10                      | N/A                      |
| Lawn Bowling                     | 18                      | N/A                      |
| Paddle Tennis/Pickle Ball        | 6                       | 1 court/3 guest          |
| Shuffleboard                     | 10                      | N/A                      |
| Pools                            | 4-15 child<br>16+ adult | 5                        |
| Hot Pools                        | 16                      | 5                        |
| Table Tennis                     | 6                       | N/A                      |

\* No limit with Junior PGA card signed by PGA professional

\*\* Per session

\*\*\* Maximum per day

\*\*\*\* Per round on weekends & holidays until noon/1:00 PM

\*\*\*\*\* Weekdays and weekends after 1:00 PM

5. Employees may only use the facilities as invited guests of residents unless permission is granted by GRF or for Laguna Woods Village business.
6. Only City Staff or City Council for City business and/or City events pay resident rate plus any additional costs for Technicians, Door Hosts, and other, in accordance with the GRF Pricing Policies and Fees List.
7. Tours, filming, and/or photography in any recreation facility for commercial purposes must be approved in advance through the Media and Communications Division.

### C. GRF AUTHORITY AND ENFORCEMENT

GRF is authorized to take disciplinary or suspension action against a Member found to be in violation of the Recreation Division Policy. The Board of Directors has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action.

Club/resident is entirely responsible for ensuring that the rules, regulations, and policies are followed by anyone they allow into the community. This includes any Co-occupant, Lessee, or Guest.

#### **D. FACILITY APPLICATION AND AGREEMENT**

Any proposed use of a facility requires completion of the Facility Application and Agreement.

1. All new applications are accepted on a first-come, first-served basis and are only accepted from approved residents of Laguna Woods Village.
2. Applications are accepted on official forms provided by the Recreation Division.
3. Applications and other documents may be submitted as follows:
  - a. Scan and email to: [reservations@vmsinc.org](mailto:reservations@vmsinc.org)
  - b. Deliver in person to the Recreation Division Department located on the 1<sup>st</sup> floor of the Laguna Woods Village Community Center, 24351 El Toro Road, Laguna Woods, CA 92637
  - c. Mail to Recreation Division, P.O. Box 2220, Laguna Hills, CA 92654
4. All fees must be paid within two weeks of application approval.
5. Applications and all required documentation is required at booking or at least two (2) weeks prior to the requested reservation date. Applications are not considered approved until the applicant has received an approved permit from the Recreation Division. Requests received outside these time frames may be granted if time allows.
6. GRF reserves the right to limit requests for ongoing bookings of premium rooms. See additional information in Section F, 2, a, Types of Reservations.
7. An applicant applying on behalf of club/organization must be an authorized agent of the club/organization.
8. Incomplete applications (including those missing the required backup materials) will not be accepted. The applicant is responsible for meeting the two-week deadline.

9. Reservation times requested on the application must include the entire time needed to prepare food, decorate, set-up before the event and to completely clean up after the event.
10. The applicant and/or resident designee must be present at the event and stay on site for the entire time.
11. GRF will not be held financially or legally responsible for consequences experienced by Facility Users, due to circumstances beyond GRF's control including, but not limited to: inclement weather, natural disasters, and naturally-occurring health hazards. In these circumstances, the event may be rescheduled (pending availability) or fees will be returned.
12. Rate changes and reservations are subject to cancellation.

**E. GATE CLEARANCE/COMMUNITY ACCESS FOR GUEST(S)**

1. Complete the Gate Clearance Form at least four business days prior to the event.
2. List first name of all non-resident guests (including catering staff, entertainers, speakers, etc.).
3. Groups containing six guests or less may be called in directly to Gate Clearance at (949) 597-4301.
4. Submit forms to [residentservices@vmsinc.org](mailto:residentservices@vmsinc.org) or fax: (949) 268-2515.
5. Failure to submit form may result in denied entry for guests and a fine.

**II. USES OF GRF RECREATION FACILITIES INCLUDING CLUBHOUSES**

**A. ALL FACILITIES/GENERAL**

1. Everyone must sign in or check in at the facilities as follows:
  - a. For drop-in facilities (i.e. Billiards room and Clubhouse 1 lounge area) by way of the sign-in sheets.
  - b. Attendance sheets must be turned in to Clubhouse staff at the end of all events.
2. Use of Styrofoam products of any kind is prohibited.

3. Technical special effects must be approved by the facility Supervisor or Senior Technician.
4. Facility staff and Volunteer Supervisors have the final authority to determine safe procedures, protect facilities and equipment, and enforce policy; users must use/wear all required safety equipment and safety guards and operate the equipment in accordance with operator's manuals, manufacturer's instructions and recommendations, and any other appropriate instructions.
5. Use of equipment by Residents' is at the discretion of the facility staff or Volunteer Supervisor and may require training prior to use; facilities and equipment must be used in a safe manner and in such a way as to not cause a hazard, damage, or undue wear and tear.
6. Facility User must sign and/or provide required documents annually and/or as requested for the applicable facility (waivers, insurance information, reservation permits and agreements, authorization for another resident to work a garden plot). Agreement, waivers, and/or all other documents remain in full force and effect until replaced.
7. Scheduled club/group/organization tournaments and activities at the specifically designated facility take priority and club rules prevail as long as they are not in conflict with GRF Policy.
8. Everyone must follow proper rules of etiquette for each activity/sport.
9. Everyone must wear appropriate attire and appropriate footwear for each activity/sport.
10. No resident may remove any furniture, equipment, or supplies from any facility (including from one Clubhouse room to another, from pool deck to locker room, etc.).
11. Facility User must leave the facility and equipment in the same condition in which it was found. This includes removing anything brought in by the user, properly bundling trash for disposal, and reimbursing GRF for any extra materials and/or labor necessary to return the facility to its original condition.

12. In order to balance utilization and avoid over utilization of facilities, staff will impose time and frequency limits on rooms and equipment as outlined in Resolution No. 90-12-132 (i.e. number of games, sets, buckets of balls at the driving range, use of fitness equipment, and rooms).
13. Facilities, ticket sales, posting of flyers, etc. are available on a first come first served basis.
14. When there is a waiting list, the first resident on the list is contacted for the first opening; that resident has three options
  - a. to accept the opening
  - b. pass and retain his/her position on the list or
  - c. pass and be removed from the list
15. Facility User will not violate any local, state or federal law and will be solely responsible for all violations of local, state and/or federal laws. GRF is authorized to investigate any claim that any local, state or federal law has been, or is being violated. Neither GRF nor its managing agent nor their directors, officers and/or employees shall be liable, at law or in equity, as a result of a resident/club/group/organization's failure to comply with this rule.
16. Facility User shall not discriminate in any way against any person on the basis of race, color, religion, national origin, ancestry, sex, physical handicap, mental condition or marital status in connection with the activities of any resident/club/group/organization.
17. Facility User shall be solely responsible for all resident/club/group/organization's statements, actions and/or failures to act. Facility User understands and agrees that GRF does not endorse, approve or authorize such conduct, and therefore expressly disclaims all responsibility and liability without exception.
18. Facility User agrees that Golden Rain Foundation of Laguna Woods ("GRF") and its Managing Agent, Village Management Services, Inc. ("VMS") and their employees and directors are not responsible for any program, activity, or content thereof, which takes place during

Facility Users use of GRF facilities. If the City of Laguna Woods requires a Special Event Permit relating to the use of this GRF facility, Facility User agrees to comply with the City's requirements. In the event that the City requires the Facility User to obtain insurance in order to obtain a Special Event Permit from the City, Facility User shall name GRF and VMS, and their employees, directors and agents, as additional insureds. If requested, Facility User agrees to provide GRF a copy of the policy or a specific endorsement that shows this coverage.

19. No user of GRF facilities shall act in any of the following manners, and no GRF facility shall be used for any of the following purposes:
  - a. In any manner that constitutes a violation of GRF rules;
  - b. In any manner that interferes with the rights of other GRF members and/or users of GRF facilities;
  - c. In any manner that constitutes a nuisance;
  - d. In any manner that constitutes an indecent act;
  - e. In any manner that constitutes an illegal act; or
  - f. In any manner inconsistent with the stated purpose of the rental agreement.
20. GRF is authorized to cooperate with all government authorities relating to alleged violations of local, state and/or federal laws; and in the event that GRF determines, in its sole discretion, that the Facility User has violated any local, state and/or federal law, GRF may immediately, without further notice, terminate the GRF permit, and the Facility User shall thereupon immediately cease all activities under the permit. Facility User must agree to use the facilities in accordance with the Recreation Division Policy and Recreation Operating Rules, as approved and updated from time to time.
21. Any Member responsible for actions alleged to be in violation of these rules shall be subject to disciplinary action pursuant to subsections 4.4 through 4.6 of GRF's Bylaws, as well as the dispute resolution procedures

set forth in subsection 4.8 of GRF's Bylaws and Civil Code section 1363.840.

22. GRF facilities are smoke free.
23. Exceptions to the Recreation Division Policy go to the Recreation & Special Events Director or designee for review. The Recreation & Special Events Director may refer certain applications directly to the GRF Board.

**B. GAMES OF CHANCE / OR OPPORTUNITY DRAWINGS**

1. Games of chance / or opportunity drawings are permitted only in accordance with applicable local, state, and federal laws.

**C. GATHERING SIGNATURES FOR PETITIONS AND/OR INITIATIVES AND/OR ELECTION CAMPAIGNS**

1. Gathering signatures for petitions and/or initiatives is permitted under the following criteria:
  - a. The petition must remain in the possession of the signature gatherer.
  - b. The signature gatherer must be outside of the GRF facility and not interfere with ingress or egress of the facility.
  - c. The signature gatherer may not disturb or interrupt any program or activity.
  - d. When invited by a club, the signature gatherer must remain in the specified room.
2. The use of tables, chairs, or other furniture is prohibited.



#### **D. CLUBS/GROUPS/ORGANIZATIONS**

1. Residents requesting to form a club/group/organization must first submit a written request to recreation staff stating the purpose and/or objective of the proposed club/group/organization and a list of at least 20 residents' full names, addresses, and telephone numbers of those requesting membership in the new club/group/organization.
2. Compliance with the Rules, Policies and Procedures of GRF, including the Guest Policy, must be a condition for membership in the club/group/organization.
3. The club/group/organization must be organized for educational, social, cultural, recreational or other non-profit purposes. All GRF Policies supersede any written rules or governing documents of clubs/groups/organizations or individuals not directly in compliance with GRF Policy.
4. The club/group/organization may not represent any business or commercial interest or activity and sales of products and/or services are strictly prohibited unless permitted at a GRF approved function.
5. The club/group/organization must be substantially supported by revenue from its members/sponsors or up to two GRF authorized fundraisers per calendar year. Relying exclusively on outside guest sales to support club/group/organization activities is prohibited.
6. Executive club officers must be a resident member
7. The club/group/organization must have a minimum membership of 90 percent Laguna Woods Village residents.
  - a. Non-residents may participate as "guests" and must be accompanied by a resident.
  - b. Non-resident members may not invite their own "guests".
8. A current membership roster and updated contact information must be submitted to the recreation staff annually by March 31<sup>st</sup>.

9. The club/group/organization may not advertise events to the general public through social media in general circulation outside of Laguna Woods Village including electronic communications.
  - a. Unless more restrictively stated, all forms of publicity must say “For Laguna Woods Village residents and their guests only”.
10. Although GRF recognized clubs/group/organizations are afforded promotional privileges by GRF, such organizations are entirely independent and therefore GRF assumes no liability for their acts, whatsoever.

#### **E. FUNDRAISER**

1. Up to two GRF authorized fundraisers per calendar year will be permitted for a club/group/organization.
2. Fundraisers are understood to be events/activities as described:
  - a. Must be a GRF recognized club/group/organization hosting the event.
  - b. Must be an IRS recognized non-profit organization such as 501(c)(3) qualified charitable non-profit organization. A taxpayer ID number and letter of acknowledgement from the non-profit organization is required.
  - c. No other club/group/organization or individual may profit from the activity.
3. Club/group/organization may sell products that they made, hold silent auctions, fashion shows, or events as approved by the Recreation & Special Events Director.
4. No flea-market type events allowed.
5. Gate Clearance Form is required for any outside guests.

#### **F. CONTINUING EDUCATION PROGRAM**

1. Emeritus Program
  - a. GRF provides the facilities at no cost.

- b. Classes may be held in all Clubhouses except Clubhouse 2, Clubhouse 6 and Clubhouse 7, Pool Two, the Computer Learning Centers, Community Fitness Center, the Village Greens and Performing Arts Center, unless the class is related to performing arts and is approved by the Recreation & Special Events Director or designee.
  - c. The Recreation Division works with Saddleback College to facilitate the Emeritus Program.
  - d. Non-resident students may use only Saddleback student passes to attend classes in which they are registered; they may arrive at the facility no more than 15 minutes prior to the start of the class; must leave the facility no more than 15 minutes after the Instructor dismisses the class; a parking pass is required if the student is driving into the Community.
  - f. Everyone must sign in or check in at the facility and the GRF sheets must be turned into Clubhouse staff at the end of class.
  - g. Everyone must sign a general release and is bound to adhere to all community rules.
2. Recreation Division-Coordinated Classes
- a. Class punch cards are only refundable if they were purchased within the past 12 months and never punched.
  - b. No refunds will be made after the first class for classes without punch cards.

## **G. ROOM RESERVATIONS**

### 1. General

- a. Facilities shall only be rented by Laguna Woods Village residents (except for memorials). The requestor must be prepared to show his/her Laguna Woods Village identification card upon request to check room availability or make/change/cancel reservations.

- b. Requestor must be an authorized agent of a club/group/organization to check availability or make/change/cancel reservations on behalf of the club/group/organization.
- c. Rentable rooms shall not be used to conduct a business. Caterers, entertainers, speakers, sponsors, and instructors are permitted as service providers to the group, and they may provide business cards, contact information, and marketing brochures only. No transactions may take place within GRF's facilities with three exceptions:
  - i. Entertainers, speakers, and instructors are allowed to sell the printed and/or recorded materials of their own creation during the event (for example, authors may sell their own books and entertainers may sell their audio/video recordings).
  - ii. An entrance fee may be charged to cover the costs associated with a reservation.
  - iii. Fundraiser activities.
- d. It is prohibited to advertise events to the general public through media in general circulation outside of Laguna Woods Village including electronic communications. Unless more restrictively stated, all forms of publicity must say, "for Laguna Woods Village residents and their guests only". This includes any third party vendor advertisement (i.e. speaker, band).
- e. Rooms are assigned based on planned attendance and availability; exclusive use of the patio is included for those rooms with patio access.

Listed below is the Room Capacity Requirements chart:

# Recreation Division Room Reservation Capacity

Updated January 2017

**Clubhouse Reservations ~ 949-597-4227**

*\*Room capacities are approximate and are subject to change with added equipment - stages, pianos, buffets, podiums, etc.*

| <b>Community Center ~ 949-597-4227</b>  | <b>24351 El Toro Road</b>  |
|---|--|
| <b>Spruce Room</b><br>*No kitchen/carpet<br><b>32'x33', minus 13'x13'6" and entrance (L Shaped)</b> | 24 People - Lecture<br>24 People - 6' (6 tables)<br>24 People - Card tables (7 tables) |
| <b>Pine Room</b><br>*No kitchen/tile *PHONE<br><b>34.5x19, minus 7x12 (L Shaped)</b>                | 35 People - Lecture<br>35 People - 6' (6 tables)<br>24 People - Card tables (6 tables) |
| <b>Elm Room</b><br>*No kitchen/carpet<br><b>35'x21', minus 12'6"x8' (L Shaped)</b>                  | 30 People - Lecture<br>30 People - 6' (6 tables)<br>20 People - Card tables (5 tables) |
| <b>TV/DVD, small &amp; large whiteboard, easel, coffee urns, Free WiFi in all rooms</b>             |  |

| <b>Clubhouse One ~ 949-597-4281</b>  | <b>24232 Calle Aragon</b>  |
|--|--|
| <b>Main Lounge</b><br>Minimum 60<br>Kitchen/wood floor/icemaker/baby grand piano/patio/portable bar/movie screen/cable hookup/sound system/plates (dinner & salad)/cups/saucers/dessert cups/silverware/wine glasses(appx 150) | 168 People - 8 chairs per table - 60" Rounds<br>No room for dancing<br>210 People- 10 chairs per table – 60" Rounds<br>No room for dancing<br>130 People - 60" Rounds - w/ Dancing<br>220 People - 8' Tables No Dancing<br>180 People - 8' Tables w/ Dancing<br>322 People - Lecture<br>120 People - Card Tables<br><b>wood floor area: 39'W by 85.5'L</b> |
| <b>Dining Rooms 2 &amp; 3</b><br>kitchen/carpet (DR2) & tile(DR3)/patio/ piano available/movie screen/plates(dinner & salad)/cups/saucers/silverware/no glasses.   | 38 People - 54" Rounds No Buffet<br>32 People - 54" Rounds w/ Buffet<br>38 People - 8' Tables No Buffet<br>32 People - 8' Tables w/ Buffet<br>38 People - Lecture<br>32 People - Card Tables<br><b>w/out kitchen: 19.5'W by 29.5'L</b>   |
| <b>Art Gallery</b><br>sink & refrigerator ONLY/tile floor/grand piano/movie screen/dry erase board   | 80 People - 54" Round Tables<br>100 People - 8' Tables<br>145 People - Lecture<br>80 People - Card tables<br><b>39.5' W near entrance to kitchen, 29.5' W at kitchen end by 59.5' L entire room</b>  |
|  |  |

| <b>Clubhouse One ~ 949-597-4281 (con't)</b>   | <b>24232 Calle Aragon</b>   |
|---|---|
| <b>Multipurpose Room</b><br><u>no</u> kitchen/Tile floor/mirrors on wall  | 100 People - 54" Round Tables<br>120 People - 8' Tables<br>120 People - Lecture<br>80 People - Card tables<br><b>29.5' by 59.5'</b> |
| <b>Equipment: TV/DVD/VCR, projector, overhead projector, coffee urns, mics/mic stands, music stands available in all.</b> | <b>Free WiFi in all Rooms</b>   |

| <b>Clubhouse Two ~ 949-597-4286</b>   | <b>24112 Moulton Parkway</b>   |
|---|--|
| <b>Sequoia Ballroom</b><br><u>Minimum 75</u><br>Kitchen/wood floor/icemaker/baby grand digital piano/front patio/bar/movie screen/cable hookup/sound system/dishes                    | 240 People - 60" Rounds - No Dancing<br>192 People - 60" Rounds - w/ Dancing<br>222 People - 8' Tables No Dancing<br>190 People - 8' Tables w/ Dancing<br>300 People - Lecture<br>104 People - At 26 Card Tables |
| <b>The Palo Verde Loggia / Back Patio</b><br>BBQ/sink/fans/shade awning/sound system  | Existing patio furniture<br>See staff for additional setup options   |
| <b>Grevillea &amp; Los Olivos</b><br>Kitchen/shared patio/digital upright piano/movie screen (grevillea only)/cable hookup/dishes/ice maker/BBQ (Los Olivos only)<br><b>38L x 17W</b> | 32 People - 60" Rounds No Buffet<br>32 People - 60" Rounds w/ Buffet<br>40 People - 8' Tables No Buffet<br>40 People - 8' Tables w/ Buffet<br>45 People - Lecture<br>32 People - Card Tables                     |
| <b>Equipment: TV/DVD/VCR, projector, coffee urns, mics/mic stands, music stands available in all. Gate Closes at 11PM</b>   | <b>Free WiFi in all Rooms</b>  |

| <b>Performing Arts Center ~ 949-597-4289</b>  | <b>23822 Avenida Sevilla</b>  |
|---|---|
| <b>Auditorium</b> *Rehearsal Room Included w/ Package/Grand Piano on Stage/ <b>Tech #: 268-2553</b><br><b>Box Office: 597-4288 M-Sat: 9- 4:30pm (closed 12-12:30) Sun 10-2 pm</b>                                       | 814 Seat Capacity<br><b>*Reserved Through CH3 Supervisor ONLY</b>   |
| <b>Dining Rooms 1 &amp; 2</b><br><u>Minimum 50</u><br>tile floor/sound system/kitchen/icemaker/ coffee urns/dishes/cups/saucers/ silverware/portal stage/upright piano/ power down screen/no patio/ cable hookup in DR2 | 104 People - 54" Rounds No Buffet<br>104 People - 54" Rounds w/ Buffet<br>120 People - 8' Tables No Buffet<br>120 People - 8' Tables w/ Buffet<br>130 People - Lecture<br>84 People - Card Tables |
| <b>Rehearsal Room-<u>rented w/ auditorium package as "green room"</u></b> . *No kitchen/no patio/1 baby grand piano, 2 uprights/ sound system/ linoleum floor/located across from DR-2/cable hookup                     | 82 People - 8' Tables<br>82 People - Lecture<br>60 People - Card tables   |
| <b>Conference Room</b>  | Max 10 @ Conference Table   |
| <b>Equipment: TV/DVD/VCR, projector, projector stands, 2 overhead, and 1 slide, mics/mic stands, music stands available in all.</b>   | <b>Book a Tech through Adam Hankinson 2 weeks prior. Free WiFi in all Rooms.</b>  |

| <b>Clubhouse Five ~ 949-597-4382</b>   | <b>24262 Punta Alta</b>  |
|--|--|
| <b>Main Lounge Entire Room</b><br><u>Minimum 75</u><br>*kitchen/ice-maker/wood floor/sound system/stage/baby grand piano on stage/bar with lounge/coat room(requires fee)/movie screen/cable hook up/BBQ/ no patio<br><b>73W x 97L</b> | 400 People - 72" Rounds - No Dancing<br>360 People - 72" Rounds - w/ Dancing<br>368 People - 8' Tables No Dancing<br>256 People - 8' Tables w/ Dancing<br>650 People - Lecture<br>264 People - Card Tables   |
| <b>Main Lounge (Front Half)</b><br><u>Minimum 50</u><br>Includes stage<br>*Kitchen<br><b>73W x 59L</b>   | 250 People - 72" Rounds - No Dancing<br>210 People - 72" Rounds - w/ Dancing<br>224 People - 8' Tables No Dancing<br>160 People - 8' Tables w/ Dancing<br>360 People - Lecture<br>168 People - Card Tables   |
| <b>Main Lounge (Back Half)</b><br><u>Minimum 50</u><br>*Kitchen<br>Windows<br>No stage<br><b>73W x 38L</b>   | 150 People - 72" Rounds - No Dancing<br>120 People - 72" Rounds - w/ Dancing<br>144 People - 8' Tables No Dancing<br>96 People - 8' Tables w/ Dancing<br>240 People - Lecture<br>96 People - Card Tables   |
| <b>Multipurpose Room 1</b><br>Carpet floor/piano<br>*Kitchenette(oven, stove, small sink, refrigerator, microwave, do Dishes, no Flatware)<br><b>30W x 43L</b>   | 64 People - 53.5" Round Tables<br>80 People - 8' Tables<br>99 People - Lecture<br>72 People - Card tables  |
| <b>Multipurpose Room 2 (formally the billiard room)</b><br>Carpet floor<br><b>30W x 43L</b>  | 64 People - 53.5" Round Tables<br>80 People - 8' Tables<br>99 People - Lecture<br>72 People - Card tables  |
| <b>Equipment: TV/DVD/VCR, projector, mics/mic stands, music stands available in all. Free WiFi in all rooms</b>  |  |
| <b>Clubhouse Six ~ 949-597-4436</b>  | <b>5365 Algarrobo</b>  |
| <b>Main Lounge</b><br><u>Minimum 40</u><br>Pro Kitchen/sound system/small stage/dance floor/piano on stage/patio/lobby/bar/BBQ/no projector  | 96 People - 60" Rounds - No Dancing<br>72 People - 60" Rounds - w/ Dancing<br>80 People - 8' Tables No Dancing<br>48 People - 8' Tables w/ Dancing<br>132 People - Lecture<br>72 People - Card Tables<br><b>Dining Area 22'Wx40'L, Stage 17.5'Wx10'L</b> |
| <b>Multipurpose Room (formally the billiard room)</b><br>Carpet floor  | 50 People - 53.5" Round Tables<br>50 People - 8' Tables<br>65 People - Lecture<br>48 People - Card tables  |
| <b>Equipment: TV/DVD/VCR, projector, mics/mic stands, music stands available in all. Free WiFi in all rooms</b>  |  |

| <b>Clubhouse Seven ~ 949-268-2417</b>   | <b>24111 Moulton Parkway</b>  |
|---|---|
| <b>Main Lounge</b><br><u>Minimum 50</u><br>Pro Kitchen/sound system/small stage/wood dance floor/patio/lobby/bar/ dishes/cups & saucers/silverware/drinking glasses<br>Projector/piano/centerpieces available | 136 People - 54" Rounds - No Dancing<br>104 People - 54" Rounds - w/ Dancing<br>200 People - 8' Tables No Dancing<br>120 People - 8' Tables w/ Dancing<br>250 People - Lecture<br>64 People - Card Tables<br>268 chairs total<br><b>63L x 41W</b> |
| <b>Equipment: TV/DVD/VCR, projector, mics/mic stands, music stands available in all. Free WiFi in all rooms</b>   |   |

| <b>Village Greens ~ 949-597-4350</b>  | <b>24122 Moulton Parkway</b>  |
|---|---|
| <b>Club Rooms 1, 2 and 3</b><br>Carpet Floor/No Kitchens/one podium/no coffee urns/ TV-DVD/CD Player/Easels/Portable Speaker<br>No outside food/drink-café catering only/Patio access but not exclusive | 33 People - per room (Lecture)<br>72 People - all 3 rooms (Lecture)<br>24 People - 54" Rounds (1 room), with buffet<br>40 People - 54" Rounds (2 rooms) with buffet<br>68 People - 54" Rounds (all 3 rooms) 8 tables total with buffet<br>12 People - conference style (1) room<br>32 people - conference style (3) rooms<br>17 People- 5' Tables classroom style for all rooms |
| <b>Free WiFi in all rooms, 72 chairs total, TV/DVD &amp; CD, portable mic/speakers, 2 easels</b><br><b>Dimensions: 1rm=17x23, 2rm=34x23, 3rm=51x23</b>  |   |

- f. Clubhouse hours are 8:00 AM until 10:00 PM seven days per week, except for New Year's Eve.
  - i. An exception may be granted for reserved use up to midnight for Clubhouse 2 and Clubhouse 7. There will be an additional charge for reservations requesting the additional 2 hours which may also include hiring of Security personnel.
- g. The GRF Pricing Policies contains two rates: resident rate and exception rate; (refer to the GRF Pricing Policies).
  - i. Resident rate applies to all Laguna Woods Village Residents
  - ii. Resident weddings will be charged the resident rate.
  - iii. Exception rate applies to:
    - a. Any non-Laguna Woods Village organization/club/group for which a resident makes a reservation.
    - b. All weddings between non-residents and/or wedding reception reservations are limited to a resident's immediate family.



- h. It is prohibited to use the room for anything but the stated purpose.
- i. Reservations may be cancelled or moved, as necessary, to accommodate government elections, GRF and Mutual meetings, facility renovations, GRF approved requests, Recreation coordinated community-wide events, etc. Performing Arts Center Rehearsal Room reservations may be cancelled or moved if the Auditorium is booked.
- j. The length of a reservation must include the setup/decorating, caterer preparation, and clean up time.
- k. Reservations must be for two hour minimum room rental and four hour minimum rental for the large ballrooms and main lounges.
- l. Every reservation must submit a Facility Check Out form to the Clubhouse staff at the conclusion of the event; indicating the number of residents and non-residents.
- m. Cancellation of a paid reservation requires at least 14 days notice to the Recreation reservation desk to qualify for a full refund. Exception applies to reservations in a peak location/time where no refund will be issued (subject to the Recreation & Special Events Director or his designee's approval).
- n. If a change in reservation is for a different day or time within 14 days, a two-hour minimum fee will be charged in addition to any difference in the facility fee.
- o. Reservations (with the exception of an extension in hours) will result in a fee of the minimum for that facility per reservation.
- p. Refunds will be credited to the requestor's credit card or via check, by request.
- q. "No shows" and cancellation in less than 14 days of the reservation date will result in the complete forfeiture of the room reservation fees.

- r. Bounce houses, tents, party rental equipment, mobile catering/salon trucks, etc. must be cleared by the Insurance Coordinator; call 949-597-4202 for more information.

2. Types of Reservations

a. Permanent/Rollover

- i. The series must have a minimum of four identical reservations during the calendar year; all dates in the series must be for the same day of the month/week (such as 1<sup>st</sup> Tuesday, every Tuesday, etc.), at the same time and duration, and in the same room; no modifications (date, time, duration, location, etc.) are permitted.
- ii. Cancellations are permitted but requestor must retain at least four reservations (if less than four, permanent reservation status will be forfeited for the next year); no refunds, credit, or transfers of fees after a signed contract is received by the Recreation Division.
- iii. Requestor may not have more than one Saturday night per month in a Main Lounge; the remaining Saturdays are for one-time reservations only.
- iv. Rollover reservations are not permitted in the Village Greens.
- v. No Individual roll-overs are permitted.
- vi. Grandfathered Exceptions to Permanent/Rollover

Reservation Policy are as follows:

|  |  |                              |                    |
|--|--|------------------------------|--------------------|
| AARP Tax Preparation                                   | Wednesdays, January through April 15 <sup>th</sup> | Community Center Clubhouse 7 | 8:00 AM – 5:00 PM  |
| Garden Club Annual Garden Show                         | Fourth Wednesday in April                          | Clubhouse 1 Main Lounge      | 8:00 AM – 5:00 PM  |
| Men's 18 Hole Golf Club Member Guest Tournament Dinner | Third Saturday in August                           | Clubhouse 2 Main Lounge      | 3:00 PM – 10:00 PM |
| Men's 18 Hole Golf Club Appreciation Event             | Third Saturday in October                          | Clubhouse 2 Main Lounge      | 12:00 PM – 5:00 PM |
| Men's 18 Hole Golf Club Skins Tournament Dinner        | First Saturday in October                          | Clubhouse 2 Main Lounge      | 2:00 PM – 10:00 PM |
| Men's 18 Hole Golf Club                                | Second Saturday in                                 | Clubhouse 2                  | 3:00 PM – 10:00 PM |

|   |   |   |                    |
|---|---|---|--------------------|
| Memorial Tournament                               | May   | Main Lounge   |                    |
| Women's Nine Hole Golf Club Luncheons             | First Wednesday in April and December             | Clubhouse 2<br>Main Lounge                                  | 9:00 AM – 2:30 PM  |
| Women's 18 Hole Golf Club Invitational Tournament | Third Thursday in June                            | Clubhouse 2<br>Main Lounge                                  | 8:00 AM – 4:00 PM  |
| Kiwanis Pancake Breakfast                         | Third Saturday in May and prior Friday for set up | Clubhouse 1<br>Main Lounge                                  | 8:00 AM – 10:00 PM |
| Meiklejohn Table Tennis Tournament                | First Weekend in June (Wednesday through Sunday)  | Clubhouse 5<br>Main Lounge, and both<br>Multi-Purpose Rooms | 8:00 AM – 10:00 PM |
| Men's 18-Hole Golf Club Father/Sibling            | Third Saturday in June                            | Clubhouse 2<br>Main Lounge                                  | 2:00 PM – 10:00 PM |

b. Lottery

- i. Requests for Religious Holiday Events take priority. Holiday must be named on lottery card.
- ii. Only one card is permitted per event; duplicate cards will result in all cards for that event being moved to the end of the requests.

c. One time/Walk-In

- i. One time reservations must be made at least two weeks in advance (except memorials); reservations made less than two weeks in advance must be approved by the Recreation & Special Events Director or designee.
- ii. One time reservations must be paid within two weeks of being made or they will automatically expire in the reservation system.

3. Set Up and Clean Up After Event of Rental Room

- a. Room set up specifications for furniture and equipment (such as projectors, pianos, etc.) must be made with the facility staff a minimum of seven days prior to the reservation date.
- b. Residents must make a request for technical services at least two weeks in advance of the reservation date.

- c. Clubhouse 5 requires Technicians for events that include: movie, projector, sound, lighting, three or more microphones and or access to the sound booth.
- d. Performing Arts Center Auditorium and Clubhouse 5 sound and lighting equipment may only be operated by Recreation Division Technicians or those authorized by the Recreation Division. The Senior Technician can be reached at 949-268-2553.
- e. The facility must be cleaned and returned to the exact condition in which it was accepted.
- f. All clean-up must be accomplished by the end of the event. At the end of the clean-up period, the Facility User is responsible for inspecting the premises with a staff member and signing off on the Facility Check Out Form. If the Facility User fails to sign the Facility Check Out Form, or fails to accomplish facility clean-up by permit end time, GRF reserves the right to reject any future applications. A \$33 clean-up fee may be charged for inadequate clean-up.
- g. Facility User is responsible for removing all trash and placing in the designated location at the end of their event, as well as for cleaning:
  - i. All equipment used
  - ii. All table tops and chairs used
  - iii. Any soiled or dampened floor or carpet areas
  - iv. Litter in restrooms
- h. For kitchen approval, Facility User is responsible for removing all trash and placing in the designated location at the end of their event, as well as for cleaning.
  - i. Clean all dishes, trays, coffee servers, etc., and stack them in their proper place in the pantry. Glassware and silverware must be towel dried but dishes do not require towel drying.
  - ii. Wipe off, with a damp cloth, all tables used for eating and serving.

- iii. Clean thoroughly all large coffee urns and the baskets.
- iv. Check with the staff for proper clean up instructions for grills, broilers and fryers (CH5-ML only).
- v. Clean the areas around grills, broilers and fryers (CH5-ML only) even if you do not use the equipment.
- vi. Check the inside of the oven door and the stove top. If you use this equipment you must clean up any food splatters.
- vii. Clean the refrigerator if used.
- viii. Wipe off all sinks, counters and cutting boards (on top as well as shelf underneath).
- ix. Clean the barbecue if used.
- i. All equipment, supplies, personal articles, displays, etc., must be removed prior to check-out and sign-off of Facility Check-Out Form. All items left at the facility will be discarded.
- j. The Facility User is responsible for payment of any costs incurred by GRF due to any damage of the facility, amenities, or equipment resulting from Facility Users reservation/use of the facility, amenity, or equipment.

## **H. TICKET SALES/ DISTRIBUTION/REFUNDS**

- 1. Auditorium Events/Programs
  - a. Tickets are available no more than 90 days prior to the scheduled event.
  - b. There is a limit of four free tickets or six paid tickets per manor for Recreation Division coordinated events/programs.
  - c. No refunds are available on the day of the event for Recreation Division events.
  - d. Consignment tickets for Auditorium events are limited to 10 percent of the total number of tickets.
- 2. Other Events/Programs

- a. Clubs/groups/organizations and individual residents may distribute free tickets at the applicable facility for upcoming events as scheduled with the facility Supervisor.

**I. FOOD**

1. Facility User must bring their own food, have food dropped off, or use a caterer from the approved list. Facility User may request an alternate caterer by calling 949-597-4227.
2. A \$25 for kitchenette or \$50 for full kitchen fee will be charged when the kitchen is used for meal preparation.
3. No outside food or beverage is permitted at the Village Greens Facility (events must be catered by the 19 Restaurant & Lounge. Contact 949-206-1525).

**J. CATERERS**

1. The Recreation Division has complete authority in scheduling times for the caterer to arrive at the appropriate facilities to prepare food.
2. A caterer cannot enter any Clubhouse facility without a recreation staff member on the premises.
3. Storage of food is permitted only during the reservation period; additional time must be requested in advance and approved by the facility Supervisor and may not exceed 24 hours; if approved, GRF holds no liability for food left unattended.
4. Caterer must pay caterer's fee in accordance with the GRF Pricing Policies and Fees List.

**K. ALCOHOL**

1. The Facility User may bring in their own alcohol only when not charging for drinks.

2. A reservation of over 100 people with alcohol requires a GRF Bartender to be hired, unless otherwise approved by the Recreation & Special Events Director.
3. GRF Bartenders can be arranged by calling 949-597-4381, at least three (3) weeks prior to the event.
4. No outside alcohol is permitted at the Village Greens Facility.
5. GRF Bartenders have the right to deny service.

#### **L. LOCKERS**

1. In accordance with the Locker Pricing Policy there are annual fees for these lockers: Billiard Room, Clubhouse 2, Clubhouse 4 Jewelry Room, Clubhouse 4 outdoor, Table Tennis, and Village Greens bag storage. These lockers are rented to residents/clubs for their use only.
2. Lockers without a fee are for one day use only; lockers must be emptied out and the lock removed each day.
3. GRF holds no liability as to the contents held in these lockers.

#### **M. FLYER RACKS AND BULLETIN BOARDS**

1. Flyers
  - a. All flyers must be approved in advance by the Recreation Department.
  - b. GRF does not endorse any event/trip/product/service advertised on flyers.
  - c. Flyers are only permitted in designated locations subject to space availability.
  - d. If flyer is in a foreign language, an exact English translation must be provided on the back side.
  - e. Only two flyers per resident or club/group/organization are allowed at any one time. Flyers must be for different activities.
  - f. Flyer size is 8 ½ inches by 11 inches only.
  - g. Sponsor identification is permitted on flyers.

- h. Flyers must be for an event within Laguna Woods Village or a trip coordinated by a resident, club/group/organization, Recreation Division, or City of Laguna Woods; general information flyers are prohibited.
  - i. Flyers must contain the date of the event, name and contact information (resident phone number or email) of the club representative.
  - j. Use of "LW" or "LWV," either alone or in combination with other letters, is prohibited.
  - k. Flyers may be submitted no more than three days prior to when they are posted, by the recreation staff.
  - l. Flyers may not be posted more than 60 days prior to earliest date on the flyer; multiple dates may not be displayed longer than one month following the earliest date; thereafter, flyers must be resubmitted with revised dates.
  - l. Flyers, not approved by the Recreation Department, will be removed.
2. Performing Arts Center Lobby Poster Area, Performing Arts Center Lobby Bulletin Board and Clubhouse 5 Glass Enclosed Bulletin Board
- a. All posters must be approved in advance by the Recreation Department.
  - b. Displaying posters is subject to space availability.
  - c. Performing Arts Center Lobby posters must not be larger than 33 x 40 inches; Performing Arts Center and Clubhouse 5 bulletin boards have a 22 x 17 inches maximum.
  - d. Posters are not allowed to be adorned with lights.
  - e. Posters may be displayed a maximum of three months prior to the date of the event (or date of first event in a series).
  - f. The Performing Arts Center Lobby poster area is for Box Office events.



- g. The Performing Arts Center Lobby bulletin board is for use by residents and clubs/group/organizations that schedule events in the Performing Arts Center Auditorium on a regular basis but do not distribute tickets through the Performing Arts Center Box Office.
- h. The Clubhouse 5 glass-enclosed bulletin board is for use by residents and clubs/group/organizations that have events scheduled in the Clubhouse 5 Main Lounge or the Performing Arts Center Auditorium.
- i. Posters not approved by the Recreation Department, will be removed.

### **III. FACILITIES**

#### **A. BRIDGE ROOM**

- 1. Gross guest fees shall be collected on behalf of and paid to GRF with appropriate and timely accountability in accordance with the GRF Pricing Policies and Fees List.
- 2. The parent chapter of the Duplicate Bridge Club may host a tournament game, one day per month. The Duplicate Bridge Club rents the room and pays a fee in accordance with the GRF non-resident Pricing Policies and Fees List.

#### **B. CARD/GAME ROOMS/DROP-IN LOUNGE**

- 1. These facilities are for drop-in use only.
- 2. Multiple games may take place at the same time.

#### **C. CLUBHOUSE 4**

- 1. A Volunteer Supervisor must be on duty for any Workshop to be open.

#### **D. COMPUTER LEARNING CENTER (PC and Mac)**

1. Facility Volunteers establish the facility hours.

## **E. EQUESTRIAN CENTER/STABLES**

For specific Equestrian Center/Stables rules refer to the Equestrian Center/Stables Operating Rules.

## **F. FITNESS EQUIPMENT ROOM**

1. The Facility User must schedule an initial interview with staff prior to using any fitness equipment in any fitness facility for the first time.
2. Video players and reading materials are prohibited while using treadmills.
3. Cell phone use is prohibited; phones must be turned off or on vibrate; conversations must take place outside of the facility.

## **G. GARDEN CENTERS**

For specific Garden Center rules refer to the Garden Center Operating Rules.

## **H. GOLF FACILITIES**

1. General
  - a. Visiting PGA and GCSAA Professional and guests are permitted to play in accordance with PGA and GCSAA Policy. The visiting Professional's and one guest pay the resident rates for greens and cart fees.
  - b. Clergy must be an active member of a church adjacent to the Community; must be the guest of a resident and play with the resident at the resident rate for greens fees; clergy are limited to once per month; must provide proof of church affiliation.
  - c. Every golfer must have his/her own golf equipment in order to play.
  - d. Check-in with the Starter is required no earlier than 20 minutes prior to tee time and no later than 10 minutes prior to tee time.

- e. Pets, except service dogs, are prohibited in the Village Greens, its patios and terraces, and on the Golf Courses.
2. Golf Carts
- a. Privately-owned carts must have a golf cart permit or golfer must pay the daily fee, prior to play, in accordance with the GRF Pricing Policies and Fees List.
  - b. Golf carts are prohibited on the Par Three Golf Course.
  - c. Carts must carry containers of sand to be used on the fairways at the 27-hole course.
3. Tee Times and Tournaments
- a. Men's Club Tournament Day is every Wednesday; Women's Club Tournament Day is every Tuesday; the course is not available for open play on those days until it is released by the Tournament Director.
  - b. Requests for special tournaments, where fees are affected, must be made in writing and approved by GRF following a recommendation by CAC.
  - c. No tournaments coordinated by outside organizations/clubs/groups are permitted.

**I. HORSESHOES**

- 1. Players must rake the pit smooth after finishing the game.
- 2. Players must stop pitching when a horse is being led along the length of the pit.

**J. LAWN BOWLING**

- 1. New bowlers must pass a test administered by the Lawn Bowling Club to bowl on their own.

**K. LIBRARY**

1. Fines are established and collected by the Library Club.
2. Library is for residents' use only.
3. Guests cannot check out books, but may sit and read or do games and puzzles.

**L. PADDLE TENNIS AND PICKLE BALL**

1. Pets, except service dogs, are prohibited.

**M. SWIMMING POOLS, HOT POOLS, AND LOCKER ROOMS**

1. General
  - a. The facilities are only open when a Lifeguard is on duty.
  - b. The approved annual pool schedule is five pools open Memorial Day through September; four pools open the month of October; three pools open November until Memorial Day.
  - c. Consistent with the Orange County Health Department, showers are recommended (but not required) prior to entering a pool or hot pool.
  - d. Food and beverages (except water) are prohibited except in designated areas.
  - e. The approved pool water temperatures are:
    - i. Pools One, Five, and Six, 82-84 degrees
    - ii. Pool Two, 80-82 degrees
    - iii. Pool Four, 84-86 degrees
    - iv. All hot pools 102-104 degrees
2. Children's Swim

Approved children's swim time is Noon until 3:00 PM from the last two weeks in June through Labor Day and Noon until 2:00 PM the remainder of the year at the designated facility.

**N. TENNIS**

1. General

- a. Prime time is defined as 7:00 AM until 12:00 PM (*Noon*).
  - b. Tennis Club Tournaments and league matches must be posted one week in advance and take place after 10:30 AM, except the annual Tennis Club Tournament in October that may use up to eight courts at any time.
  - c. Team practice sessions are prohibited during prime time and are limited to four courts.
  - d. After 4:30 PM, lighted courts are governed by the rules for the reserved courts.
  - e. Pets, except service dogs, are prohibited.
2. Reserved Courts (Courts Five through Ten)
    - a. Players signed up on pick-up courts may not also sign up on reserved courts; one player may sign up a maximum of four names.
    - b. Courts may be reserved by signing up on the appropriate board.
    - c. Doubles take priority on courts five through eight during prime time; singles take priority on courts nine and 10 during prime time.
    - d. Lessons are prohibited during prime time.

## **O. VIDEO LAB**

1. Video Club projects take priority in the Video and Sound Studio.

### RECREATION DIVISION

Facility Application and Agreement

**This application must be submitted at time of booking; or at least two (2) weeks prior to event.** Return completed application to: Recreation Division, 24351 El Toro Road, Laguna Woods, CA 92637; Phone: 949-597-4227, E-mail: [reservations@vmsinc.org](mailto:reservations@vmsinc.org)

| Applicant Information   |  |   |   |
|---|--|---|---|
| Name:   |  |   |   |
| Organization:   |  |   |   |
| Address:  |  |   |   |
| Phone:  |  | E-mail:   |   |
| Reservation Information   |  |   |   |
| Clubhouse:  |  | Room:   |   |
| Date(s) (include rollovers):  |  |   |   |
| Day: <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun   |  |   |   |
| Type of Event:  |  |   |   |
| Start Time (include Set Up): _____ End Time (include Clean Up): _____   |  |   |   |
| Time your Guests will Arrive: _____ Depart: _____   |  |   |   |
| Expected Number of Attendees: <input type="checkbox"/> Residents _____ <input type="checkbox"/> Non-Residents _____   |  |   |   |
| Is a 'Gate Clearance Form' required? <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |   |   |
| Will any of the following be provided at your event (mark all that apply):  |  |   |   |
| <u>Food</u><br><input type="checkbox"/> Catering<br><input type="checkbox"/> At No Cost<br><input type="checkbox"/> For Sale<br><input type="checkbox"/> Potluck<br><input type="checkbox"/> Not Applicable   | <u>Alcohol</u><br><input type="checkbox"/> At No Cost<br><input type="checkbox"/> For Sale<br><input type="checkbox"/> BYOB<br><input type="checkbox"/> Not Applicable | <u>Entry Fee</u><br><input type="checkbox"/> No<br><input type="checkbox"/> Yes, \$ _____ | <u>Kitchen Use</u><br><input type="checkbox"/> Yes, \$25 or \$50<br><input type="checkbox"/> Bring In Own Food<br><input type="checkbox"/> Have Food Dropped Off<br><input type="checkbox"/> Not Applicable |
| Sponsor(s):   |  |   |   |
| Indicate how you are Marketing your Event: <i>Unless more restrictively stated, all forms of publicity must say "for Laguna Woods Village residents and their limited guests only"</i><br><input type="checkbox"/> Flyer <input type="checkbox"/> Social Media <input type="checkbox"/> Other _____   |  |   |   |
| <p>The undersigned, both individually and/or on behalf of a club, certify that I/we have read the Recreation Division policy. I, the undersigned, do hereby agree that we will abide by the policies governing the use of this facility and will be responsible for any damages to the facility, furniture, or equipment caused by our occupancy of the premises. I/we also understand that falsification of any information related to this application is subject to disciplinary action.</p> |  |   |   |
| Signature: _____  |  | Date: _____   |   |

**APPLICATIONS**

13. All new applications are accepted on a first-come, first-served basis and are only accepted from approved residents of Laguna Woods Village.
14. Applications are accepted on official forms provided by the Recreation Division.
15. Applications and other documents may be submitted as follows:
  - a. Scan and email to: [reservations@vmsinc.org](mailto:reservations@vmsinc.org)
  - b. Deliver in person to Recreation Division staff located on the 1<sup>st</sup> floor of the Laguna Woods Village Community Center, 24351 El Toro Road, Laguna Woods, CA 92637
  - c. Mail to Recreation Division, P.O. Box 2220, Laguna Hills, CA 92654
16. All fees must be paid within two weeks of application approval.
17. Applications and all required documentation is required at booking or least two (2) weeks prior to the requested reservation date. Applications are not considered approved until the applicant has received an approved permit from the Recreation Division. Requests received outside these timeframes may be granted if time allows.
18. GRF reserves the right to limit requests for ongoing bookings of premium rooms. See additional information in Section G, 2, a, Types of Reservations.
19. An applicant applying on behalf of club/organization must be an authorized agent of the club/organization.
20. Incomplete applications (including those missing the required backup materials) will not be accepted. The applicant is responsible for meeting the two (2) week deadline.
21. Reservation times requested on the application must include the entire time needed to prepare food, decorate, set-up before the event and to completely clean up after the event.
22. The applicant and/or resident designee must be present at the event and stay on site for the entire time.
23. GRF will not be held financially or legally responsible for consequences experienced by users due to circumstances beyond GRF's control, including, but not limited to: inclement weather, natural disasters, and naturally-occurring health hazards. In these circumstances, the event may be rescheduled (pending availability) or fees will be returned.
24. Rate changes and reservations are subject to cancelation.

|  |           |           |              |            |
|--|-----------|-----------|--------------|------------|
|  |           |           |              |            |
| Received By: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ |           |           |              |            |
| Requirements: <input type="checkbox"/> Security <input type="checkbox"/> Bartender         |           |           |              |            |
| Rate: <input type="checkbox"/> Resident <input type="checkbox"/> Exception                 |           |           |              |            |
|  |           |           |              |            |
| Item(s):   | Received: | Returned: | Received By: | Signature: |
| Coffee Pots  |           |           |              |            |
| Microphones  |           |           |              |            |
| Punch Bowls  |           |           |              |            |
| Wine Carafes   |           |           |              |            |
|  |           |           |              |            |
|  |           |           |              |            |

|         |  |   |                                |  |  |  |
|---------|--|---|--------------------------------|--|--|--|
| ROUTING | <input type="checkbox"/> Compliance<br><input type="checkbox"/> Recreation<br><input type="checkbox"/> _____<br><input type="checkbox"/> _____ | LAGUNA WOODS VILLAGE<br><br>EVENT REPORT<br><br>__ PHOTOS | EMPLOYEE #                     | PAGE 1 of 1  |  |  |
|         | CASE #   |   |                                | INCIDENT REPORTED  |  |  |
|         | DATE   |   | DAY OF WEEK<br>Choose an item. | TIME<br><input type="checkbox"/> pm<br><input type="checkbox"/> am |  |  |
|         | <b>S CODE # 123 EVENT INSPECTION</b>   |   |                                |  |  |  |

|                      |   |
|----------------------|---|
| RECREATION           | Member/Club: _____  |
|                      | Contact: _____ Phone: _____   |
|                      | Type: _____ Date: _____   |
|                      | Start Time (include Set Up): _____ End Time (include Clean-Up): _____   |
|                      | Expected Number of Attendees: <input type="checkbox"/> Residents _____ <input type="checkbox"/> Non-Residents _____ |
|                      | Location - Clubhouse: _____ Room: _____   |
| Special Notes: _____ |   |

| S<br>E<br>C<br>U<br>R<br>I<br>T<br>Y                   | Description  | Does request comply:                                       | Notes |
|--|--|--|-------|
|  | 1. Type of Event   | Yes / No   |       |
|  | Expected Attendance  | Yes / No   |       |
|  | 2. Does it appear that majority of attendees are from outside? | Yes / No   |       |
|  | 3. Sponsor   | Yes / No / NA  |       |
|  | 4. Food  | Catering: _____<br>At No Cost<br>For Sale<br>Potluck<br>NA |       |
|  | 5. Kitchen Use   | Yes / No / NA  |       |
|  | 6. Alcohol   | At No Cost<br>For Sale<br>BYOB<br>NA                       |       |
|  | 7. GRF Bartender   | Yes / No / NA  |       |
|  | 8. Was there any merchandise sales at this event?              | Yes / No   |       |
| 9. Was there any business/soliciting at this event?    | Yes / No   |  |       |
| 10. Was there any gate clearance issues at this event? | Yes / No   |  |       |



|                         |       |  |                            |          |   |
|-------------------------|-------|--|----------------------------|----------|---|
| 11.                     |       | Was there styrofoam products used at this event?           |                            | Yes / No |   |
| REPORTING OFFICER:<br>X |       |  | APPROVING SUPERVISOR:<br>X |          |   |
| PRINT NAME:             |       |  |                            |          |   |
| DATE:                   | TIME: | <input type="checkbox"/> AM<br><input type="checkbox"/> PM | EMPLOYEE #                 | DATE     | TIME <input type="checkbox"/> AM<br><input type="checkbox"/> PM |
|                         |       |  | APPROVING MANAGER<br>X     |          |   |

**Golden Rain Foundation (GRF), Recreation Division Policy:**

1. Section II, Use of GRF Recreation Facilities including Clubhouses, G. Room Reservations, 1. i., - "It is prohibited to use the room for anything but the stated purpose (birthday, party, anniversary, family reunion, etc.)"
2. Section II, Uses of GRF Recreation Facilities including Clubhouses, Section G. Room Reservations, 1. f., - "Rooms are assigned based on planned attendance and availability; exclusive use of the patio is included for those rooms with patio access."
3. Section II, Uses of GRF Recreation Facilities including Clubhouses, G. Room Reservations, 1. C., - "Rentable rooms shall not be used to conduct a business. Caterers, entertainers, speakers, sponsors, and instructors are permitted as service providers to the group, and they may provide business cards, contact information, and marketing brochures only."
4. Reservation Checklist - Member must "bring in own food... have food dropped off... use a caterer from approved list" Approved caterers are: Corner Bakery, Crystal Catering, Jolanda's Catering, Martinez Catering and 19 Café & Lounge.
5. Reservation Checklist - "fee will be charged when major appliances in the kitchen are used..."
6. Reservation Checklist - "bring your own alcohol without charging for drinks"
7. Reservation Checklist - "reservation of over 100 people with alcohol must have a GRF Bartender"
8. Section II, Uses of GRF Recreation Facilities including Clubhouses, G. Room Reservations, 1. C., - "No transaction may take place within GRF's facilities with three exceptions:

- a. That they allowed to sell the printed and/or recorded materials of their own creation during the event (for example, authors may sell their books and entertainers may sell their audio/video recordings);
  - b. An entrance fee may be charged to cover the costs associated with a reservation;
  - c. fundraising activities.”
9. Section II, Uses of GRF Recreation Facilities including Clubhouses, G. Room Reservations, 1. C., - “Rentable rooms shall not be used to conduct a business. Caterers, entertainers, speakers, sponsors, and instructors are permitted as service providers to the group, and they may provide business cards, contact information, and marketing brochures only.
10. Resolution 90-15-33 - “A resident must submit the completed [Gate Clearance] form to the Community Access department... at least four (4) business days in advance of the event.”
11. Section II, Use of GRF Recreation Facilities including Clubhouses, Section A.2, All Facilities/General – “Use of Styrofoam products of any kind is prohibited.”